

WORDPAD

WordPad is a basic word processor that is included in Windows. It provides a number of features found in more sophisticated word processors including the ability to change fonts, sizes, colours, etc. Many people find WordPad to be sufficient for their purposes. Try typing something into WordPad and then modify it using the different features available.

STARTING WORDPAD

There are two ways to start WordPad:

- Click the **Start** button, click **All programs**, click **Accessories**, and then click **WordPad**.
- Click on the **WordPad icon** on the desktop, task bar or start menu (if there is one).

THE WORDPAD WINDOW

The newer versions of WordPad use Ribbons and Tabs. There are two main tabs in the newer versions of WordPad:

- The Home Tab
- The View Tab

Note: To view the contents of both the Home and View Tabs, hover the mouse over the icons and/or commands. A tool tip will appear telling you what its function is.

The Home Tab has five different groups, with several functions on each tab:

Clipboard	Cut, copy and paste functions
Font	Font style, size, grow font, shrink font, bold, italics, underline, strikethrough, superscript, subscript, text highlighter, text colour
Paragraph	Decrease indent, increase indent, bullet points (also includes numbering), line spacing options, left align, centre, right align, both left and right align text, and paragraph indentation and spacing
Insert	Pictures, paint drawing tool, date and time, insert an object
Editing	Find, replace, select all

Additional: Beside the Home tab is an icon with a down arrow beside it. Click on the down arrow to display the following options: New, Open, Save, Save As, Print, Page Setup, Send in email, About Wordpad, and Exit.

Important: Note the arrows beside *Save As* and *Print*. The arrows mean there are additional functions available when you are saving or printing your document. Hovering over *Save as* and *Print* will show you what these functions are.

The View tab has three different groups, with several functions on each tab:

Zoom	Zoom in, Zoom out, 100%
Show/Hide	Ruler, status bar
Settings	Word Wrap, measurement units

CREATE, OPEN AND SAVE DOCUMENTS:

Create a document	Open WordPad by using one of the two methods listed above. A new document screen will appear. If you click on the File down arrow (near Home) and click on <i>New</i> , you will create a new page.
Open a document	Click on the File down arrow and click Open. This will take you to Windows Explorer where you will find the document you want. Double click on the document name to open it.
Save a document	The first time you save a document you have to give it a name, and also tell the computer where you want to save it. Click on the File down arrow and click on Save as ... You will be asked what format you want to save your document in: Select Rich Text Format . You will then be taken to Windows Explorer where you can select WHERE you want to save your document. If you are not familiar with Folders, then save your document on the Desktop. Give the document a name. You can use spaces, but not the following nine symbols: \ / : * ? " < >

FORMATING DOCUMENTS:

Formatting refers to how the text in your document looks as well as how it's arranged. You can choose from many different fonts and font sizes, and you can make your text almost any colour you want. You can also change how your document is aligned.

Fonts	You can change the font type, size, colour, position, by using all the commands under the Font group. Hover over the icons first to see what they do, and then try them on a sample of your typing. Don't forget to highlight the text you want changed by holding down the left mouse button and dragging it across the text. Then apply the font changes and observe the effects.
Paragraphs	You can indent text, add bullet points, numbering, change the line spacing, change the position of the text from left to right, centred, or align on both the right and left hand margins. To change margins click on the File down arrow and select Page setup. You will be able to set margins, and print in either landscape or portrait.
Insert	You can insert a picture, Paint (with is a MS program where you can draw and edit), the date and time (in different formats), or an object (from the list available). WordPad does not have tables, so the table we are using here was inserted from Word 7 program (which does have tables).
Editing	Find will find one word only - everywhere it appears in your document. If you select Replace, then it will find a word and replace it with another word that you have chosen. You can do each word individually, or you can click on the command Replace All. Select All will highlight the entire document in one go.

In View command	
Zoom	Zoom in will make the document larger on your screen. Zoom out will make the document smaller on your screen. Zoom 100% will show your document as it will be printed.
Show/Hide	Ruler: The ruler appears just above the document area. It is numbered in inches and a tab is set every 1/2 inch (approximately 1 cm). You can set temporary tab stops just by clicking on the ruler. A temporary tab stop will only last until you click on a new line, when the tab will disappear. To remove tabs, just click on the tab symbol and drag it down into the document. If the Ruler is ticked it means it will be visible on your screen. To hide the ruler, click on the tick and you will not be able to see the ruler.
Status bar	The status bar is the lighter grey bar at the bottom of your document. If it is ticked you will see the zoom slide in the bottom right hand corner. If you un-tick it, this will not be visible.
Word Wrap	Word Wrap is the term used for when text automatically goes to the next line without you having to press the ENTER key. You can set NO WORD WRAP, WRAP TO WINDOWS, OR WRAP TO RULER. No word wrap means that the white page you are working on is not shown; Wrap to windows means your text will shoot over the margin setting and may not fit on to a page when you print; and Wrap to Ruler means that the ruler settings keep the text within the margin settings.
Measurement Units	Give you the options of setting your margins in inches, centimetres, points or picas (points and picas mostly used for graphics and pictures)

PRINTING DOCUMENTS:

Print	Click on the File down arrow. Hover over the word Print, but do not click on it. View the following printing options:
Print	This option enables you to select the printer, say how many copies you want, and other options such as printer orientation (landscape or portrait).
Quick Print	This option will send your document straight to the printer without giving you any other options.
Print Preview	This is always the best option to use. It enables you to see how your document will look when it is printed, and gives you a chance to make changes to anything you see that you don't like.

Note: To put tables into WordPad, go to MS Word 2007 or 2010 and open tables. Select the number of columns you need, and copy and paste the table into WordPad OR copy and paste an empty worksheet from MS Excel. Otherwise, WordPad does not have tables.